ENROLL IN CERTIFICATION PROCESS
Enroll yourself in Jackson College's Adjunct Certification Process JetNet site to start your certification and professional development journey. Visit www.jccmi.edu/adjunctcertification and enter the code "certification" to enroll.

DETERMINE PROFESSIONAL DEVELOPMENT GOALS
Determine 2-3 professional development goals for yourself. What do you want to focus on and work on to enhance your instruction? Brainstorm goals below and be sure to enter goals via JetNet site as well.

BUILD PROFESSIONAL DEVELOPMENT PLAN
Determine your professional development plan based on framework below. All current internal professional development offerings are listed at www.jccmi.edu/professionaldevelopment. Visit JetNet site to enter your plan and revise as needed throughout your journey.

Teaching and Learning
Examples include: Active Reading, Sparking Student Curiosity and Inquiry, Online Instructor Certification, etc.
- Instructional Skills Workshop (ISW) **required** Date: _______
- Instructor’s Choice: ____________________________ Date: _______

Students & Student Engagement
Examples include: workshops on working with students from marginalized backgrounds, OnCourse, Veterans on Campus, working with international students, Dr. Rita Pierson: Every Student Needs a Champion
- Workshop with diversity and inclusion focus Date: _______
- Instructor’s Choice: ____________________________ Date: _______

Faculty Engagement
Two sets of reciprocal observations required. At least one set should be with lead faculty member.
- I observed ______________ on ______.  I was observed by __________ on ______.
- I observed ______________ on ______.  I was observed by __________ on ______.

Technology of Teaching & Learning
Examples include: JetNet Advanced, any workshop specific to instructional technology, etc.
- JetNet Gradebook **required** Date: _______
- JetNet Basic **required for courses using JetNet beyond Gradebook** Date: _______
- Instructor’s Choice: ____________________________ Date: _______

College & Community Engagement
Examples include: convocations, committee work, Learning Day college announcement sessions, attending JC athletic events, helping with student recruitment, etc.
- New Adjunct Orientation **required** Date: _______
- Instructor’s Choice: ____________________________ Date: _______

REFLECT ON PROFESSIONAL DEVELOPMENT
As you work through your professional development plan, make sure to report and reflect on the professional development you engage in soon after you engage in it via the Certification Process JetNet site. To receive certification credit, 2-3 main takeaways must be shared via the JetNet site for each professional development activity you participate in.